



COMMONWEALTH of VIRGINIA

Department of Alcoholic Beverage Control

COMMISSIONERS
VERNON M. DANIELSEN, CHAIRMAN
WARREN E. BARRY
ESTHER H. VASSAR

2901 HERMITAGE ROAD
P. O. BOX 27491
RICHMOND, VIRGINIA 23261
(804) 213-4400
FAX: (804) 213-4411
TDD LOCAL (804) 213-4687

CHIEF OPERATING OFFICER / SECRETARY TO THE BOARD
W. CURTIS COLEBURN, III

July 31, 2003

TO: ALL APPROVED VIRGINIA ABC COMMON CARRIERS

RE: MONTHLY REPORTING

All approved Virginia ABC Common Carriers are required to file a monthly report on forms prescribed by the Board. The report is to be filed with the Virginia Department of Alcoholic Beverage Control, Attention: Tax Management Section, P. O. Box 27491, Richmond, Virginia 23261-7491, along with a signed copy of all invoices delivered to recipients in Virginia during the preceding month. This report shall be postmarked no later than the fifteenth of the month or, if the fifteenth is not a business day, the next business day thereafter. ABC Common Carriers shall report the quantities of wine and/or beer delivered into or within the Commonwealth. Such report shall also include the name and addresses of the purchasers to whom wine and/or beer was delivered.

Board approved Common Carriers shall refuse delivery when the proposed recipient appears to be under the age of 21 years and refuses to present valid identification.

Enclosed are copies of the monthly tax report forms for your use. This report may be duplicated using the same format. If you wish to make changes to these forms, please contact this office for approval before using.

If you have any questions, please contact this office at (804) 213-4555 or (804) 213-4556.

Sincerely,

A handwritten signature in cursive script, reading "Ernestine Mack".

Ernestine Mack, Manager
Bureau of Law Enforcement Operations
Tax Management Section

/em

Encl.

PART 1

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL
COMMON CARRIER'S REPORT

<div>File this report with Virginia Department of Alcoholic Beverage Control, P O Box 27491, Richmond, Virginia, 23261-7491, along with a signed copy of all invoices delivered to recipients in Virginia during the preceding month. This report shall be postmarked no later than the fifteenth of the month or, if the fifteenth is not a business day, the next business day thereafter.</div>			Name Trading as				A.B.C. Common Carrier No. _____							
			Address				Report for the month of _____							
			City or Town and State				Year _____							
		Virginia Resident Shipped To				Product	Wine or Cider			Beer		Shipper's	Shipper's	
Date	Invoice	Name				Type	No. of	Size in	Total	No. of	Bottle	Total	License	Name
Shipped	Number	Complete Address				W/ B/ C	Bottles	Liters	Liters	Bottles	Size	Ounces	No.	

I swear (or affirm) that this report has been examined by me, and, to the best of my knowledge and belief, is a true and complete report made in good faith for the period as stated, pursuant to the ALCOHOLIC BEVERAGE CONTROL ACT and regulations of the Virginia A.B.C. Board.

Signed _____

Date _____

PART 2

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL
COMMON CARRIER'S REPORT**

Report for the month of _____

ABC Common Carrier No. _____

[illegible]

A COPY OF ALL INVOICES MUST BE SUBMITTED WITH THIS REPORT, SIGNED BY THE RECIPIENT